



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

STUDENT ASSISTANT

SALARY RANGE	\$10.00 - \$13.47 per hour
TENURE/TIME BASE	Temporary Intermittent
PROGRAM/DEPARTMENT	Information Systems
FINAL FILING DATE	October 20, 2016

DESCRIPTION OF DUTIES: Under the supervision of the Staff Information Analyst (Supervisor), coordinates data processing related activities within FDC. Duties include to install personal computer systems, printers, modems, and other computer-related hardware and perform the initial configuration on these items; install personal software and perform the initial configuration; perform basic diagnostic tests and effect repairs on malfunctioning personal computer systems; provide basic computer and software operation training to individuals in support of their computer activities; perform hardware support activities for the AS 400.

WHO MAY APPLY: *Candidates must be currently enrolled in a job related course in an accredited college.* Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. ***Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.***

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: STUDENT ASSISTANT
RELEASE DATE: 09/08/16